## Proposal for a SIDE EVENT

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| **TITLE OF THE EVENT**…………………………………………………………………………………… |
| **BRIEF DESCRIPTION**(*Please specify the topic and a character of an event (lecture, seminar, celebration, etc.) - max 1500 characters. Please note, that technical specifications should be described below. Here, present the idea behind the event.*) |
| **ORGANIZER** |
| Name of the organization |  |
| Contact Person |  |
| Phone number |  |
| Email address |  |
| Name and contact of an organization or institution in the Republic of Mauritius that cooperate in organizing your event, if applicable. |  |
| Preferred date and time | Preferred date: ………………………[ ]  lunch time (13:00 - 15:00)[ ]  evening (after 17:30) |
| **TECHNICAL REQUIREMENTS** |
| Type of an event | [ ]  exhibition[ ]  seminar[ ]  lecture[ ]  cocktail[ ]  workshop[ ]  business lunch[ ]  art / theater performance[ ]  film projection[ ]  other (please describe)……………………………………………………… |
| Number of people expected | ………………….. |
| Seating set up | [ ]  rows[ ]  block[ ]  u-shape[ ]  other (please describe)………………………………. |
| Technical equipment | [ ]  microphones (up to 6) ……………..[ ]  conference discussion system [ ]  additional laptop[ ]  projector with screen[ ]  additional screen[ ]  table (up to 2)………………[ ]  interpretation facilities (cabin) |
| Catering needs | *(For catering arrangements, you will be put in contact with a company operating within the Swami Vivekananda International Convention Centre (SVICC))*[ ]  Yes[ ]  No |
| Comments |